

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2402
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Agency

Motor Vehicle Administration

Division/Unit

Human Resources

**Item
No.**

Description

Retention

1

This schedule supersedes schedule 709.

Recruitment & Examinations Unit

Applications

This file contains Transportation Service Human Resources System (TSHRS) Application Recruitment and Examination Forms (DTS-1) received by the Recruitment & Examinations Unit for specific job recruitment. The applications are filed by recruitment.

Retain for 3 years, then destroy.

2

Test

These files contain Customer Service Skills Assessment Test, Written Examinations, and Work Samples.

Retain for 3 years, then destroy.

Labor Relations Unit

3

Grievances

This file contains grievance forms and any information used or presented by the Grievant/Management in the presentation of the case along with all decisions. Folders are arranged in alphabetical order by individual's name.

Retain at the agency for 3 years after all legal/administrative remedies/actions are exhausted. Send to the State Records Center for 5 years then destroy.

4

Appeals

This file contains all cases where an appeal has been filed. This included appeals of losses of leaves, suspensions, rejection on probation, indefinite suspensions and involuntary demotions. Folders are arranged in alphabetical order by individual's name.

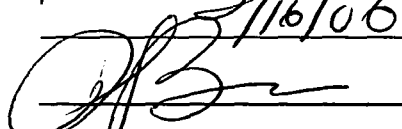
Retain at the agency for 3 years after all legal/administrative remedies/actions are exhausted. Send to the State Records Center for 5 years then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date

2/16/06

Signature



Typed Name Patricia Bess

Title Human Resources Division Manager

Schedule Authorized by State Archivist

Date

22 mar 06

Signature



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5	<p><u>Unemployment Insurance</u></p> <p>This file contains the Initial Request for Separation Information Form, Notice of Benefit Determination, Administrative Items (e.g., Letters of Appeal, Postponement and Hearing Notices), all decisions and any exhibits provided by the Claimant/Management in the presentation of the case. Folders are arranged in alphabetical order by the individual's name.</p>	<p>Retain at the agency for 3 years after all legal/administrative remedies/actions are exhausted. Send to the State Records Center for 5 years then destroy.</p>
6	<p><u>Charges for Termination</u></p> <p>This file contains all information such as Indefinite Suspension Letters, Investigations, Charges and Specifications, Administrative signatures on memorandums approving the filing of Charges for Termination, any exhibits presented at the hearings by the Appellant/Management, all decisions including the Final Orders of Separation.</p>	<p>Retain at the agency for 3 years after all legal/administrative remedies/actions are exhausted. Send to the State Records Center for 5 years then destroy.</p>
7	<p><u>Investigations</u></p> <p>This file contains copies of investigations regarding Agency employees provided by the Investigation & Security Services Division. Folders are arranged in alphabetical order by the individual's name.</p>	<p>Retain at the agency for 3 years after all legal/administrative remedies/actions are exhausted. Send to the State Records Center for 5 years then destroy.</p>
8	<p><u>Office of Administrative Hearings (OAH) Official Records</u></p> <p>These files contain all documentation submitted to OAH (e.g., appeal letters, motions, exceptions/postponement/subpoena request) and all decisions. Folders include the Labor Relations case files and are arranged in alphabetical order by the individual's name.</p>	<p>Retain at the agency for 3 years after all legal/administrative remedies/actions are exhausted. Send to the State Records Center for 5 years then destroy.</p>

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9	<u>Correspondence</u> This file contains incoming and outgoing letters, memoranda, personnel policies and directives, monthly and annual reports, and other material relating to the administration of the unit. Classification	Retain at the agency for 3 years after all legal/administrative remedies/actions are exhausted. Send to the State Records Center for 5 years then destroy.
10	<u>Position Description Files</u> This file contains TSHRS Position Description Forms (DTS-3) submitted by Agency employees in conjunction with TSHRS Request for Classification Determination Form (DTS-5) Employment	Retain for 5 years, then destroy.
11	<u>Employees Personnel Folders (Active & Inactive)</u> These are individual folders maintained for each MVA employee, and contain personnel, payroll, leave, and retirement documents, forms, and related correspondence. Folders are arranged in alphabetical order by the individual's name.	These files are digitally stored after it goes into inactive status. Store for 50 years, then destroy.
12	<u>Medical Files (Active & Inactive)</u> These are individual folders maintained for each MVA employee and contain Designation of Beneficiaries, First Report of Injury or Occupational Disease, recommendations from the State Medical Advisor, etc. Folders are arranged in alphabetical order by the individual's name.	These files are digitally stored after is goes into inactive status. Store for 50 years, then destroy.
13	<u>Background Investigation Results</u> These files contain copies of the results of the criminal backgrounds completed at time of hire for positions set by policy.	Retain for 1 year after termination then destroy.

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Selection Plans

This file contains the selection plans used in filling vacancies, along with interview and evaluation forms and test lists.

Retain for 3 years after selection is made, then destroy.

15

Form 310 File.

This file contains forms 310, which is used to process all changes to an employee's employment history.

Retain for 5 years after position becomes inactive, then destroy.

16

Form I-9 File.

This file contains the U.S. Department of Justice Immigration and Naturalization Service Employment Eligibility Verification Forms (I-9), which is used to verify that an employee is eligible for employment with our Agency.

Retain for 5 years, then destroy.

Division Managers Office

17

Union Information

This file contains General Union Information.

Retain for 6 years, then destroy.

18

Policies, Regulations, Procedures, and Guidelines

This file contains copies of the text and subsequent interpretations of all written policies, regulations, procedures, and guidelines issued in support of the Transportation Service Human Resources System. It also contains copies of all MVA Specific Policies and changes to policies.

Retain for reference until no longer needed. Then Destroy.

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19	<p><u>New Hire & Executive Service Reports</u></p> <p>These files contain monthly reports of all newly hired employees including Executive Service Positions. These files are filed in a binder by chronological order by month.</p>	<p>Hold all current data until January 2007 then destroy. Effective 1/07, retain all records for 4 years then destroy.</p>
20	<p><u>Hiring Freeze Exception Requests</u></p> <p>This file contains: a memo to the Secretary of Transportation requesting approval to fill a position during a hiring freeze; Hiring Freeze Exceptions Request Form; and any other correspondence that may go along with filling the position including e-mails. These files are filed in a binder in numerical order by the pin number being filled.</p>	<p>Retain at the agency 4 years, 5 years at the State Records Center then destroy. All e-mails are archived on the Division Manager & Assistant Division Manager computers.</p>
21	<p><u>Terminated Employees Monthly Report</u></p> <p>This file contains monthly printout reports of all employees who have left employment with our agency be it retirement, termination or transfers. These files are filed in a binder by chronological order by month.</p>	<p>Retain for 3 years at the agency and 5 years at the State Records Center then destroy.</p>
22	<p><u>Career Service Promotional Report</u></p> <p>This file contains monthly printout reports showing all promotions of Career Service Employees. These files are filed in a binder by chronological order by month.</p>	<p>Retain for 3 years, then destroy.</p>

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NEC (Temporary Agency) Employee Personnel Files (Active & Inactive)

These files contain all NEC employees emergency information form, authority to release, software code of ethics, security advisory, policies (signed), request for fill form, cut off form, and background paperwork. These files are filed in a binder in alphabetical order by the individual's name.

When an NEC employee becomes inactive, the forms are placed in an inactive file and held for 3 years, then destroyed.

24

Unemployment

These files contain all current unemployment insurance notices of determination, hearings and decisions. They are filed in a binder in alphabetical order by the individual's name.

These files are digitally stored after 1 year. Store for 50 years, then destroy.

25

Verifications

A written log is kept of all verification requests received and answered. These requests can be to verify employment, salary and length of employment, etc. All verifications are filed in the employees' official personnel or medical files.

The log is retained for 3 years then destroyed.

26

Financial Disclosures

These files contain Annual Financial Disclosure Agency Listings from the Maryland State Ethics Commission

Retain for 5 years, then destroy.